 Independent Verification & Validation Facility	Contracting Officer Technical Representative (COTR) Procedure	IVV 08 Revision: Basic Effective Date: December 2002
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	QMS Management Representative	12/23/02

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	Steven Raque	12/24/02

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 06	Purchasing
IVV 07	Financial Data Control
IVV 09-4	Project Management
IVV 16	Control of Quality Records
	Federal Acquisition Regulations (FAR) (http://www.arnet.gov/far)
	NASA FAR Supplement (NFS) (http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm)
NASA Form 1634	Contracting Officer Technical Representative (COTR) Delegation

CHECK THE MASTER LIST at <http://www.ivv.nasa.gov/iso9000>
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1.0 Purpose

The purpose of this procedure is to establish a consistent method for technically managing contracts and recording the acceptability of contract products. It also provides a consolidated description of the duties and roles of the Contracting Officer Technical Representative (COTR).

2.0 Scope

This procedure is applicable to all contracts technically managed by the NASA Independent Verification and Validation (IV&V) Facility.

3.0 Definitions and Acronyms

3.1 Contracting Officer Technical Representative (COTR)

An appropriately trained Civil Servant, nominated by Facility Management and delegated by the Contracting Officer, who performs technical management of a contract in accordance with Federal Acquisition Regulations (FAR) and the NASA FAR Supplement (NFS).

3.2 Project Manager (PM)


A Civil Servant appointed by Facility Management who performs a project management function.

3.3 Contracting Officer (CO)

A Civil Servant with authority to enter into, administer, and/or terminate contracts and make related determinations and findings (See FAR 2.101).

3.4 Business Manager (BM)

A Civil Servant responsible for managing the IV&V Facility's financial processes.

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4.0 Flow Chart

None

5.0 Responsibilities


The COTR has overall responsibility for the continuation of services and effective management of the contract vehicle. This includes, but is not limited to mechanizing the development of task orders, being aware of and informing the Business Manager of any contract funding issues, working with the PMs on funding and tasking issues, managing the finances for any general services task orders, and providing official COTR approval when required (such as contractor invoices, in-processing of contractors into the Facility, contract options, etc.). The COTR is also ultimately responsible for all items on the COTR Delegation Form signed by the CO.

6.0 Procedure

6.1 Contract Administration

The COTR shall perform contract administration in accordance with the COTR Delegation Form signed by the CO. Certain responsibilities are further delegated to the PMs as defined in IVV 09-4. The COTR shall keep copies of correspondence related to the contract (either hard copy or electronically) in such a fashion that it can be passed on to any successor/substitute COTR. The COTR shall keep copies of all contract modifications and task orders. The COTR shall provide copies of all contract modifications to the Facility Business Manager.

The COTR shall monitor contract-level funding and expenses as recorded in the Facility financial spreadsheet (See IVV 07). The COTR shall make the Business Manager aware of any funding issues or discrepancies, especially those that could affect continuation of services. The COTR shall also monitor the general services sheet for his or her contract to ensure that all information on the sheet is correct. The COTR (unless otherwise arranged) shall manage the work being performed on the general services task order.

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6.2 Task Order Mechanization

The COTR shall facilitate the mechanization of Task Orders by working with the PM, the contractor, and the CO or designee to ensure that all required information is included. The COTR shall review the task order to ensure that the requirements are clear, the funding is correct and consistent with Facility policy, and all required signatures are obtained. Once Task Orders have been executed by the CO, the COTR shall provide a copy of the Task Order to the appropriate PM.


6.3 Receipt and Filing of Contract Deliverables

The COTR shall store an electronic version of all contract deliverables and a copy of the email message or cover letter used to deliver the deliverable in the designated area of a Facility shared drive. The filing structure used is up to the COTR, but it should be organized in a fashion to facilitate easy identification and retrieval. The monthly contract financial reports (533M) should be stored on the shared drive within one working day of delivery. All other contract deliverables should be stored on the shared drive within 10 working days of receipt.

6.4 Evaluation of Contract Deliverables

Every product required to be delivered to the IV&V Facility by a contract or Task Order must be evaluated and the results recorded. Deliverables, or parts of deliverables, related to projects for which there is an assigned PM will be evaluated by that PM and reported to the COTR per IVV 09-4. The COTR shall file the acceptance/rejection email from the PM along with the deliverable on the Facility shared drive. The COTR is responsible for evaluating all other deliverables, or parts of deliverables, on their designated contract. The evaluation of deliverables shall include, but is not limited to, ensuring that they are on time, in the correct format, and contain valid content.

The evaluation of a deliverable shall be conducted within 10 working days of delivery. If the product is deemed acceptable, it shall be so noted on the COTR's Deliverable Matrix (See 6.5 below). If the product is deemed unacceptable and corrective responses are provided to the contractor by the COTR within the 10 day period and the contractor re-issues an acceptable product within an additional 4 working days,

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the product will be deemed acceptable and so noted in the COTR's Deliverable Matrix. If no corrective responses are provided to the contractor within the 10 days, the product is automatically contractually deemed acceptable and will be so noted in the COTR's Deliverable Matrix. If corrective responses are provided to the contractor within the 10 day period, but the contractor can not produce an acceptable deliverable within an additional 4 working days, the COTR will deem the deliverable unacceptable and so note the status on the COTR's Deliverable Matrix.

6.5 COTR Deliverable Matrix

The COTR of the contract shall maintain a list of all products required to be delivered by the contractor along with when the product was delivered and its acceptability status. This matrix shall be stored in electronic format in the designated area of a Facility shared drive. The matrix shall include, but is not limited to the title of the deliverable, the project (if any) to which it is associated, the PM responsible for evaluation (if any), the original due date, the revised due date (if any), the delivered date, the acceptance or rejection date, the redelivery date (if any), and a space for comments.

7.0 Metrics

There are no metrics for the IVV 08 procedure.

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8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
COTR Deliverable Matrix	COTR	Permanent – Retire to FRC when file is closed	Shared Network Drive
Task Order	COTR	Permanent – Retire to FRC when file is closed	COTR Files
Deliverable Received from Contractor	COTR	Permanent – Retire to FRC when file is closed	Shared Network Drive
COTR Delegation (signed NASA Form 1394)	COTR	Permanent – Retire to FRC when file is closed	COTR Files